

**auftrag.at**

# Your Guide to Submitting a Tender

As of October 2018

## Important Notes

- *If you have registered on [auftrag.at](http://auftrag.at) for a “free trial subscription”, your subscription will automatically change to a free “start subscription” after 20 days. With a “start subscription” you will still be able to submit an offer and use the communication tool. There is no need of upgrading your subscription in order to take part in a tender.*
- *Please make sure you allow enough time for submitting a tender/a request for participation.*
- *You need a qualified electronic signature in order to submit a tender on [auftrag.at](http://auftrag.at).*
- *Please consider that it may take several days to get an electronic signature in case you don't already have one.*
- *Click here to test your electronic signature: [Signature Test](#)*

*Please do not hesitate to contact our team at Helpdesk in case you experience any problems submitting a tender.*

## I. Create Tender

I.1. Please click “eTendering” → „My Procedures”

I.2. Choose a tender by clicking “[Details](#)”.

I.3. Choose the option “**Create Tender**” in order to create a new tender (top left or bottom left in the menu bar).

### Procedure Details

P-160824-RD01  
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**Anleitung Angebotsabgabe**

Contracting authority	Wiener Zeitung GmbH
Type of contract	Supplies
Type of procedure	Open procedure
Status	Published
P-Number	P-160824-RD01
Closing date for tender submission	20.12.2018 11:00:00
Tender status	*****

**Contract notices**

Titel	Published on	Type of contract notice	
Anleitung Angebotsabgabe	10/1/2018 2:31:09 PM	Contract Notice	<a href="#">PDF view</a>

Time at server (last viewed) 01.10.2018 14:46:47 [Refresh](#)

Here you can download Citizen Card software hotsign from BDC.

[Create tender](#) | [Messages](#) | [Procedure protocol](#) | [Submit tender](#) | [Cancel tender](#) | [Delete tender](#) | [Change Email Address](#)

I.4. Please choose a password for the tender process. You need to create a password for every tender. Please note that this password has nothing to do with your login data for auftrag.at. You will need it in order to continue working on a tender submission in case you don't finish it right away. Please remember this password. It can't be reset or viewed by our Helpdesk-Team.

I.5. Please continue by following the steps according to the website.

## II. Create Tender Cover Sheet

II. 1. In step "7. Summary of Tender Preparation", you will create a tender cover sheet or a request for participation in PDF form. Please click "**Generate and download a PDF-document**" on your bottom right. Please save the file to your computer without changing the file name.

### III. Sign Tender Cover Sheet with Qualified Electronic Signature

III.1. Please sign the PDF document created by auftrag.at as usual by using your qualified electronic signature or if necessary use more than one electronic signature, e.g. in the case of a group of bidders or if several persons are authorised to sign.

- How do I sign using the A-Trust Mobile Phone Signature?



Handsignatur\_Anl  
eitung.pdf

III.2. Go back to [www.auftrag.at](http://www.auftrag.at) – “Continue to Submission”

**You have completed the tender cover sheet.** P-160824-RD01  
[Help \[CP008\]](#)

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1. Tenderer | 2. Authorised substitute | 3. Participating companies | 4. Questions | 5. Tender index | 6. Other information | 7. Summary of tender preparation | **Submit tender**

1) Tenderer	A few optional data were not recorded	<input type="button" value="Edit"/>
2) Authorised substitute	A few optional data were not recorded	<input type="button" value="Edit"/>
3) Participating companies	All data existent	<input type="button" value="Edit"/>
4) Questionnaire	All data existent	<input type="button" value="Edit"/>
5) Tender index	All data existent	<input type="button" value="Edit"/>
6) Other information	A few optional data were not recorded	<input type="button" value="Edit"/>

**Important note:**  
 Before submitting your tender or request to participate as PDF file you must sign it electronically using a qualified electronic signature, if required by the contracting authority. Please sign and submit your tender or request to participate "P-160824-RD01-TO-CB36" as described below. For more information on required signatures please contact our support team at Helpdesk: +43 1 206 99-600 or [office@auftrag.at](mailto:office@auftrag.at).

III.2.1. or click “Submit tender”.

**Procedure Details** P-160824-RD01  
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**Anleitung Angebotsabgabe**

Contracting authority: Wiener Zeitung GmbH

Type of contract: Supplies

Type of procedure: Open procedure

Status: Published

P-Number: P-160824-RD01

Closing date for tender submission: 20.12.2018 11:00:00

Tender status: Tender preparation

Edit Tender **BE AWARE:** The already created Tender Cover Sheet PDF cannot be submitted anymore!  
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**Contract notices**

Titel	Published on	Type of contract notice	
Anleitung Angebotsabgabe	10/1/2018 2:31:09 PM	Contract Notice	<a href="#">PDF view</a>

Time at server (last viewed): 02.10.2018 09:55:55 [Refresh](#)

[Here you can download Citizen Card software hotsign from BDC.](#)

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[Create tender](#) | [Messages](#) | [Procedure protocol](#) | **[Submit tender](#)** | [Cancel tender](#) | [Delete tender](#) | [Change Email Address](#)

## IV. Submit Tender

IV.1. Click “Add” and upload the signed version of the tender cover sheet or the request for participation.

**Note:** Please pay attention to upload the correct version. The number at the end of the file name (CS001, CS002,...) indicates which version is the latest one.

**Submit Tender** P-160824-RD01  
Help [CP010]

Procedure details | Summary of tender preparation

**Upload tender cover sheet.**  
Please upload tender cover sheet with the number P-160824-RD01-TO-CB36-CS002.

**Add**

[Here you can download Citizen Card software hotsign from BDC.](#)

Procedure details | Summary of tender preparation

IV.2. After uploading the document, the system verifies the signature(s) of the document. The system should at least find two different signatures. One from auftrag.at and one (or more) from you.

**Submit Tender** P-160824-RD01  
Help [CP011]

Summary of tender preparation | Procedure details

**The following signatures have been found:**

Company	Land	First name	Name	Signature valid	Signature time
auftrag.at	AT			yes	10/2/2018 9:46:37 AM
	AT			yes	10/2/2018 10:19:20 AM

The auftrag.at server time will be used as the point in time of the submission. Please click on "Time request", to request the current server time.

**Time request**

**Submit tender**

Summary of tender preparation | Procedure details

## IV.3. Click "Submit Tender".

**Submit Tender**
P-160824-RD01  
[Help \[CP011\]](#)

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Summary of tender preparation | [Procedure details](#)

**The following signatures have been found:**

Company	Land	First name	Name	Signature valid	Signature time
auftrag.at	AT			yes	10/2/2018 9:46:37 AM
██████████	AT	██████████	██████████	yes	10/2/2018 10:19:20 AM

The auftrag.at server time will be used as the point in time of the submission. Please click on "Time request", to request the current server time.

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Summary of tender preparation | [Procedure details](#)

## IV.4. In the following step, you are being asked if you are sure about submitting your tender. Click "Yes".

**Submit Tender**
P-160824-RD01  
[Help \[CP011\]](#)

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Summary of tender preparation | [Procedure details](#)

Do you want to submit the tender P-160824-RD01-TO-CB36-C-S002 to the procedure Anleitung Angebotsabgabe?

**The following signatures have been found:**

Company	Land	First name	Name	Signature valid	Signature time
auftrag.at	AT			yes	10/2/2018 9:46:37 AM
██████████	AT	██████████	██████████	yes	10/2/2018 10:19:20 AM

The auftrag.at server time will be used as the point in time of the submission. Please click on "Time request", to request the current server time.

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Summary of tender preparation | [Procedure details](#)

## IV.5. You have successfully submitted a tender. You can now choose to download a confirmation PDF file. Click "Done" to finish the submittal process if you don't need a confirmation PDF file.

**Tender Submission**
P-160824-RD01  
[Help \[CP012\]](#)

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Procedure details

Your tender P-160824-RD01-TO-CB36-C-S002 for the procedure Anleitung Angebotsabgabe has been submitted successfully on 10/2/2018 at 10:25 AM.

[Submission confirmation \(PDF\)](#)

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Procedure details